

**Bethany Christian Assembly****Job Title: Director of Operations****Reports To: Lead Pastor****Category: Administrative Staff****General Description:**

The Director of Operations at Bethany Christian Assembly (BCA) is a pivotal role focused on managing the day-to-day operational aspects of the church. This role is crucial in supporting the Lead Pastor, ensuring that the vision of BCA is effectively implemented through staff and the church community.

**Key Responsibilities:**

1. Act as a primary assistant to the Lead Pastor, ensuring effective representation of the Pastor and BCA internally and externally.
2. Coordinate with the Lead Pastor to establish and progress organizational priorities.
3. Organize and lead weekly meetings with the Management Team and monthly meetings with facilities and finance teams.
4. Drive the improvement of business operations, emphasizing system enhancement, strategic planning, and organizational management.
5. Manage Human Resources functions, including policy development, hiring processes, and staff evaluations.
6. Oversee administrative operations, ensuring efficient office systems and procedures functioning.
7. Conduct monthly meetings with ministry directors to optimize communication and development.
8. Supervise outsourced IT, accounting, and payroll services.
9. Manage all aspects of facilities, including maintenance, scheduling, and housekeeping.
10. Collaborate on security, insurance, legal, and transportation matters.
11. Assist in special projects and outreach initiatives as directed by the Lead Pastor.
12. Promote and support BCA's mission and vision, participating actively in its growth and development.

**Education and Experience:**

- Bachelor's degree required; focus in Business Administration, Management, or related field preferred.
- Experience in operations management, preferably in a church or non-profit setting.
- Familiarity with BCA's administrative procedures and policies.
- Proficiency in relevant software applications.

**Other Requirements:**

- Committed Christian, actively involved in the life of Bethany Christian Assembly.
- Alignment with BCA's doctrinal statements, constitution, and ministry philosophy.
- Strong communication skills, both written and oral.
- Ability to work independently and collaboratively, with effective organizational skills.

**Key Competencies:**

- Professional presentation and customer service orientation.
- Strong organizational and planning skills, with attention to detail.
- Reliable and proactive in job responsibilities.
- Ability to manage stress and work under pressure.

**Office Hours:**

- A schedule of hours per week as approved by the Lead Pastor.

**Compensation:**

- Salary based on qualifications, determined by the Deacon Board and reviewed annually.

Note: This document does not create an employee contract, implied or otherwise, other than an “at will” employee relationship.

Acknowledgment:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revision Date: January 20, 2024